

U.S. Department of Education

Student Financial Assistance (SFA)



SFA University

Deliverable 31.1.4 Training Development and Delivery Work Plan

September 15, 2000





Executive Summary

The objective of the Front to Back Training and Development Work Plan is to identify key tasks and process steps required to develop and deliver SFA Front-to-Back training. The work plan includes key activities, expected completion dates, and task assignments for Operating Partners and SFA staff. This document will be used to track the development of training materials, schedule the Pilot, Walk Through and Train Other Trainer sessions.

The work plan has been divided into the various tasks associated with this task order:

- Developing the work plan
- Student Perspective Module course content
- Front to Back Status Reports
- Student Perspective Module Pilot Training session
- Student Perspective Module Train Other Trainers session
- Student Perspective Module Delivery
- Schools Perspective course content
- Schools Perspective Walk Through Training session
- Schools Perspective Train Other Trainers session
- Web Based Materials

This document was developed by identifying the steps involved in each of the tasks and estimating the time to complete each step. Key development and delivery dates were used as milestones to achieve the goal of delivering the Front to Back training to everyone in SFA.